

**DEPARTMENT OF THE AIR FORCE
HQ AIR INTELLIGENCE AGENCY**



AFI 10-204

**AIA
Supplement 1**

29 January 1999

Operations

**PARTICIPATION IN THE MILITARY
EXERCISE PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 10-204, 1 July 1998, is supplemented as follows: This supplement applies to Headquarters Air Intelligence Agency (AIA) staff offices Director of Operations (DO), Director of Personnel (DP), Directorate of Financial Management (FM), Office of Reserve Affairs (RE), and Directorate of Plans and Requirements (XR), 67th Intelligence Wing (IW), National Air Intelligence Center (NAIC), CONSTANT STARE, Air Force Cryptologic Office (AFCO), Air Force Information Warfare Center (AFIWC), and 544th Intelligence Group (544 IG). It clarifies the agency adherence to higher headquarters requirements; it does not override them. This supplement defines the responsibilities of the office of primary responsibility (OPR), subordinate organizations, the Designated Planning Authority (DPA), and it includes specific directions for actions required by Joint Chiefs of Staff (JCS) and HQ USAF. HQ AIA subordinate organizations must provide supplements to this publication, as appropriate, to HQ AIA/DOXX, 102 Hall Blvd Ste 229, San Antonio TX 78243-7029. This supplement does not apply to the AIA-gained Air National Guard and Air Force Reserve units.

SUMMARY OF REVISIONS

This supplement updates the previous version dated 1 May 1996, and is based upon the recently revised version of AFI 10-204, 1 July 1998. This supplement also incorporates the requirements, information, and procedures formerly in the Concept for Operations for the AIA Exercise Program.

2.3. (Added) AIA Responsibilities. HQ AIA/DOXX is OPR for AIA support to the Air Force Exercise Program (AFEP). For the purposes of this supplement, all references to “exercises” may include wargames, experiments, and demonstrations. Where applicable, the exercise community may manage these additional activities, however, there may be deviations in how they are managed. All requirements in this supplement regarding exercise management procedures may or may not apply to wargames, experiments, or demonstrations.

2.3.1. HQ AIA/DOXX:

2.3.1.1. Develops and promulgates policy, guidance, and procedures governing AIA exercise planning, participation, and post exercise activities.

2.3.1.2. Acts as validating authority for AIA exercise objectives and AIA-specific Joint Universal Lessons Learned (JULLS).

2.3.1.3. Programs and manages AIA exercise funding.

2.3.1.4. Acts as the primary AIA interface with national agencies, HQ USAF, major commands (MAJCOM), and other services on exercise planning and policy.

2.3.1.5. Evaluates past AIA participation in exercises and proposes future participation based on projected roles, missions, and capabilities.

2.3.1.6. Appoints subordinate wing or centers as Designated Planning Authority (DPA) for specific exercises when appropriate. Determination is made based on the level of unit participation, past DPA performance (if applicable), experience, and manning in the subordinate organization's planning function. Delegation is always formally tasked via electronic message for each exercise. Subordinate wing or centers have latitude to delegate as required.

2.3.7. Develops, validates, and processes Deployment Requirements Manning Documents (DRMD) for AIA participation in all exercises.

2.3.8. Incorporates AIA-specific goals and objectives, based upon inputs from subordinate organizations, into each exercise. Measures levels of accomplishment for those goals and objectives.

2.3.9. Evaluates AIA participation in exercises. Determines level of customer satisfaction with AIA products and services provided. Determines AIA level of success in meeting sponsor and AIA exercise goals and objectives.

2.3.10. Appoints a Remedial Action Program Officer to oversee the Remedial Action Program Working Groups.

2.3.11. Contacts exercise sponsor prior to the exercise Initial Planning Conference (IPC) to establish rapport and baseline the sponsor's requirements for AIA support.

2.3.12. Presents a budget strategy for each exercise to the sponsor.

2.3.13. Hosts an Exercise Planners Working Group (EPWG) annually.

2.3.14. Maintains AIA Exercise Participation web page on INTELINK.

2.3.15. Uses valid Unit Type Codes (UTC) under the Joint Operation Planning and Execution System (JOPES). However, exercise sponsor requirements to provide personnel augmentee support may be deployed using a generic UTC.

2.3.16. Coordinates with AIA Functional Managers to fill exercise requirements.

2.4. (Added) Subordinate Organizations. The 67IW, NAIC, CONSTANT STARE, AFCCO, AFICW, and 544IG will participate and support the AFEP.

2.4.1. Subordinate Organization Responsibilities: Designates an OPR for exercise planning, participation, and post-exercise actions (as required).

2.4.1.2. Provides HQ AIA/DOXX with key unit POCs for exercise planning. Provides POC names, mail and message addresses, defense switching network (DSN) telephone numbers, email addresses (classified and unclassified) no later than (NLT) the beginning of each fiscal year.

2.4.1.3. Implements AIA and higher headquarters policies on exercises and, in coordination with HQ AIA/DOXX, commit subordinate elements for exercise participation.

2.4.1.4. Provides a list of proposed planning conference attendees to HQ AIA/DOXX prior to the conference.

2.4.1.5. Provides post conference recap reports in accordance with Attachment 5.

2.4.1.6. Coordinates with HQ AIA/DOXX for AIA inputs to the Commander in Chief (CINC), Chairman, Joint Chiefs of Staff (CJCS), Joint Training Master Schedule (JTMS).

2.4.1.7. Observes budgeting instructions. See Chapter 8.

2.4.1.8. Annually submits overall exercise goals and objectives and a listing of exercise priorities to HQ AIA/DOXX. This will be formally tasked via message from HQ AIA/DOXX.

2.4.1.9. Submits After Action Reports (AARs) and JULLS inputs as required. See Attachment 6.

2.4.1.10. Submits Monthly Exercise Information Crossflow (MEIC) to HQ AIA/DOXX NLT the last Monday of each month. MEIC applies to local, base, or theater exercises that fall below the oversight responsibility of HQ AIA/DOXX. The MEIC contains the following, at a minimum: scope of exercise (location and duration), AIA resource requirements (personnel and or equipment), goals and objectives of participation, and future exercise participation.

2.4.11. Establishes an Exercise Continuity Book. See Chapter 7.

2.4.12. Develops and maintains an exercise planner training program. See Attachment 7.

2.5. (Added) Designated Planning Authority (DPA). The DPA is responsible for the complete coordination and planning of all aspects of AIA participation in a specific exercise. See Attachment 2 and Attachment 4 of this supplement for specific responsibilities.

5.2.3. Center, wing, and group level organizations or exercise DPA will consolidate and forward AARs (see Attachment 6 of this supplement for specific format) to HQ AIA/DOXX NLT 25 calendar days after end of exercise (ENDEX). The reports will include positive and negative information, results of preliminary exercise evaluation, recommended lessons learned for JULLS (see figure A6.2 for JULLS format), and the POC for those items.

6.3. AIA Remedial Action Program (RAP). The AIA RAP program complements the AFRAP. HQ AIA subordinate units must forward unresolved items to HQ AIA/DOXX for RAP reporting consideration. HQ AIA/DOXX will forward unresolved items to HQ USAF/XOO.

7.2.3. (Added) Continuity Books. Units will establish exercise continuity book. At a minimum, the continuity book will contain AFI 10-204, AIA Supplement 1 to AFI 10-204, exercise checklist, established procedures for tracking JULLS, MEIC inputs, AAR's, and AIA Exercise Program Inspection Criteria. Recommend including unit fact sheets on key AIA units and a listing of UTCs and associated mission capability statements.

7.2.4. (Added) Exercise Folders. Units will establish folders for each exercise in which they participate. Maintain exercise folders for a minimum of two years. Exercise folders should contain relevant message traffic, reports, and lessons learned that pertain to that specific exercise.

8.3.2. (Added) AIA Exercise Funding. HQ AIA/DOXX manages the budget for AIA exercise planning and participation and programs exercise funds based on subordinate organizations' annual and future years' exercise planning documents.

8.3.3. (Added) HQ AIA/DOXX programs the AIA Five-Year Exercise Budget Plan using inputs received from subordinate organizations. Exercise participation is monitored to maximize the return on investment of AIA resources, to emphasize the AIA force-multiplier role in conducting information operations, and to coordinate and integrate AIA-exercise participation. To effectively program the 5-year plan and meet the budget suspense, subordinate organizations must annually (NLT 15 Feb) submit to HQ AIA/DOXX:

8.3.3.1. An annual planning document of projected exercise expenses for the following fiscal year. Include exercise name, unit participating, purpose, number of people, and total amount of dollars for planning and execution.

8.3.3.2. A future years planning document of projected exercise expenses for 5 fiscal years beyond the annual planning document. Include exercise name, unit participating, purpose, number of people, and total amount of dollars for planning and execution. **NOTE:** Do not factor inflation into your projections.

8.3.4. (Added) AIA organizations participating in an unprogrammed exercise must coordinate with HQ AIA/DOXX prior to the exercise in order to assure appropriate funding for unit expenses. AIA Operations Plans Division (HQ AIA/DOX) will coordinate with HQ USAF Exercise, Joint Training, and Command and Control Division (HQ USAF/XOOOE) for approval of funding for unit participation in an unprogrammed CJCS exercise.

8.3.5. (Added) Subordinate organizations participating in programmed JCS and non-JCS exercise activities may be reimbursed funds for expenses not covered by the exercise sponsor through the use of Emergency and Special Program (ESP) codes. Subordinate organizations must coordinate with HQ AIA/DOXX for authorization to use ESP codes for exercises.

8.3.6. (Added) The Financial Execution Division (HQ AIA/FMBE) distributes exercise funds to subordinate organizations when approved by HQ AIA/DOXX.

8.3.7. (Added) Subordinate organizations participating in an exercise will deploy using certified Contingency, Exercise, and Deployment (CED) orders for exercise deployment, execution, and redeployment. Only Military Personnel Flights (MPF) are authorized to prepare CED orders. However, it is the unit resource advisor's responsibility to provide the MPF with the appropriate fund cite unless otherwise identified on the line remarks of the DRMD. Ensure orders include an appropriate fund cite, ESP code, and unit line number (ULN). Use of regular Temporary Duty (TDY) orders to participate in an exercise is not authorized.

Attachment 2 (Added)**DESIGNATED PLANNING AUTHORITY (DPA)**

A2.1. Purpose. Outlines responsibilities of the Designated Planning Authority (DPA).

A2.2. Responsibilities:

A2.2.1. Reviews previous support, AARs, lessons learned, and require AIA participants to do the same. Prior to the IPC, review requirements listed in the JTMS to ensure they are listed in the TPFDD prior to the TPFDD flow date. Coordinates with HQ AIA/DOXX to determine what AIA assets, if any, are already force listed, and to determine if funds are loaded based on the planned exercise budget.

A2.2.2. Submits a data call for goals and objectives from the Wing and Centers prior to the IPC. Include AIA goals and objectives in the message.

A2.2.3. Chairs a Team AIA meeting prior to the start of each planning conference. More than one meeting may be required for key exercises involving multiple AIA organizations, personnel, or assets.

A2.2.4. Attends planning conferences for designated exercises. Notifies HQ AIA/DOXX prior to attending.

A2.2.5. Forwards a consolidated list of exercise goals and objectives to HQ AIA/DOXX NLT 15 days after the IPC. Ensures all changes and updates are forwarded to HQ AIA/DOXX.

A2.2.6. Submits planning conference minutes or trip reports to HQ AIA/DOXX by e-mail, message, or facsimile NLT 15 days after the conference. Refer to Attachment 5 for proper format and content.

A2.2.7. Ensures all AIA missions and capabilities are considered when planning exercise participation.

A2.2.8. Continually updates exercise participants on exercise status via formal message. Ensure HQ AIA/DOXX and HQ AIA/DPPC, as well as other exercise players are information (INFO) addressees on all correspondence concerning AIA exercise support.

A2.2.9. Directs and delegates tasks to AIA exercise players via formal message traffic with HQ AIA/DOXX as INFO addressee on the message.

A2.2.10. Consolidates and forwards AARs up-channel to HQ AIA/DOXX NLT 25 calendar days after ENDEX.

NOTE:

Subsequent reports from conferences or meetings (mid and final planning conferences, etcetera.) should reflect updated information to the original DPA's IPC minutes or trip report. Submit updates NLT 15 days after the conference.

Attachment 3 (Added)**DEPLOYMENT REQUIREMENTS MANNING DOCUMENT (DRMD)**

A3.1. Purpose. Define the Deployment Requirements Manning Document (DRMD) process and associated procedures.

A3.2. Deployment Requirements Manning Document (DRMD) Procedures. There are two distinct DRMD processes that can be used for exercise purposes. The first is a sponsor-originated DRMD and the second is an AIA-originated DRMD. The decision as to which procedure will be used is determined at the planning conferences.

A3.2.1. Sponsor-Originated DRMD. The DPA coordinates AIA requirements with the exercise sponsor and identifies the exercise Plan Identification (PID), Alternate Tab Enclosure (ATE), Unit Line Number (ULN), and all AIA-associated Line Numbers (LNR). The DPA forwards these to HQ AIA/DOXX for further coordination with HQ AIA/XR and DP. The exercise sponsor creates a Partial Plan Transfer (PPT) for all of AIA's requirements. If not, HQ AIA/XR and DP will generate a DRMD (see paragraph A3.2.2). The DPA will source AIA's requirements and provide inputs (see Figure A3.1) to HQ AIA/DOXX by the required suspense date. HQ AIA/DOXX consolidates the inputs and provides them to HQ AIA/XR and DP. HQ AIA/DP forwards the PPT to the sponsor, and the sponsor will flow the tasking to the Personnel Readiness Units (PRU). The PRUs will request each tasked unit to provide a name for each tasking. If the Unit Commander determines that the unit is unable to fill the requirement, a reclama must be sent to the PRU with the appropriate justification.

A3.2.2. AIA-Originated DRMD. If the exercise sponsor is not developing a DRMD, AIA will create their own. The DPA coordinates with the exercise sponsor and identifies all AIA requirements. The DPA forwards the information to HQ AIA/DOXX for further coordination with HQ AIA/XR and DP. HQ AIA/XR and DP will begin building AIA's DRMD. The DPA will source the requirements and provide inputs (see Figure A3.1) to HQ AIA/DOXX by the required suspense date. HQ AIA/DOXX will consolidate the inputs and provide them to HQ AIA/XR and DP. HQ AIA/DP will flow the DRMD to the tasked PRUs. The PRUs will request each tasked unit to provide a name for each tasked requirement. If the Unit Commander determines that a position cannot be filled by the unit, a reclama must be sent to the PRU with the appropriate justification.

A3.2.3. Adjustments to the DRMD. Changes, additions, or deletions to the DRMD is coordinated through HQ AIA/DOXX prior to the TPFDD and, or DRMD lock-out date. If the exercise sponsor flows the DRMD, all changes after the TPFDD lock-out date must be approved by the exercise sponsor through HQ AIA/DOXX. If the exercise sponsor makes changes after the TPFDD lock-out date, the exercise sponsor will incur any additional costs associated with that change to ensure requirements are force-listed in the exercise TPFDD. If an AIA organization requests a change after the TPFDD lock-out date, that AIA organization will pay any additional costs associated with the change. If AIA originates the DRMD, all changes after the DRMD lock-out date must be approved by HQ AIA/DOXX. Requirements not force-listed in the exercise TPFDD and, or DRMD are not authorized to participate in the exercise unless coordinated with HQ AIA/DOXX and approved by the exercise sponsor.

A3.2.4. Date Required In-place (DRI). The DRI is an individual's first duty day in support of an exercise. In order to be present for duty on the DRI, deploying AIA personnel must arrange travel plans for arrival at the exercise location at least one day prior to the DRI.

Figure A3.1. Sample DRMD Input.

SUBJ: Initial DRMD Input for BLUE FLAG 94-4 (PID: F06XT)

UTC/DESCRIPTION

LNR/AFSC/Rank (Officers Only)/DRI/Est Days/Deployment Location/Tasked Unit/REMARKS)

PFZ99/AIA Scripting Cell

001/1N471/249/11/Hurlburt Fld, FL (HFLD)/67 OSSABN,BE

002/1N471/249/11/HFLD/23ISABN,BAI

003/1N471/249/11/HFLD/23ISABN

004/1N471/249/11/HFLD/93ISABN

005/X1N3X1/249/11/HFLD/97IS

006/X1N3X1/249/11/HFLD/97IS

007/2E351/249/11/HFLD/48IS

008/14N3A/O-3/249/11/HFLD/23ISBE

PFNAA/IWST

001/12A4W/O-4/244/17/Hurlburt Fld, FL (HFLD)/AFIWCBE,BAI,AAS

002/12F4A/O-3/249/12/HFLD/AFIWCBE,BAI,AAS

003/12F4A/O-4/249/12/HFLD/AFIWC

004/12F4A/O-3/249/12/HFLD/AFIWC

005/1N551/----/249/12/HFLD/AFIWC

006/1N551/----/249/12/HFLD/AFIWC

007/33S3C/O-3/244/17/HFLD/AFIWCBE,ADL

008/3C072/----/244/17/HFLD/AFIWC

NOTE 1: All line remarks will be pulled from the Universal Line Remarks listing. If a line remark needs to be created, forward specifics to HQ AIA/DOXX. The suggested additions and or changes to the Universal Line Remarks Listing will then be forwarded to HQ AIA/DPPC for further coordination and or approval.

NOTE 2: Fields contained above change depending on exercise and force-listed requirements.

REMARKS reflect requirements levied in the remarks lines for all participating units.

Attachment 4 (Added)**EXERCISE PLANNER'S CHECKLIST**

A4.1. Purpose. This Annex is a general guideline of items that exercise planners must consider when planning exercise participation. When using the checklist, document the date that each action was accomplished and file this checklist in the exercise folder.

ALL PURPOSE CHECKLIST		PREP	ST	POST
EXERCISE PLANNER'S CHECKLIST (added)		PREP	ST	POST
SL	ITEM			
	<p>1. Review exercise folders, AARs, and JULLs from past exercises. Review all open action items from AARs.</p> <p>2. Attend Concept Development Conference (CDC). Upon announcement of CDC dates, contact HQ AIA/DQJ.3 to coordinate attendance.</p> <p>3. Issue CDC Recap Report with consolidated unincorporated NLT 15 days following CDC. See Attachment 5 for post-conference recap report format.</p> <p>4. HQ AIA/DQJ.3 or DPA disseminates to baseline AIA requirements.</p> <p>5. Establish initial goals and objectives.</p> <p>6. Attend IPC. Upon announcement of IPC dates, contact HQ AIA/DQJ.3 to coordinate attendance.</p> <p>7. Issue IPC Recap Report with consolidated unincorporated goals and objectives, NLT 15 days following IPC. Ref Attachment 5.</p> <p>8. Attend Mid and/or Final Planning Conference (MPC and/or PPC). Upon announcement of MPC and/or PPC dates, contact HQ AIA/DQJ.3 to coordinate attendance.</p> <p>9. Issue MPC and/or PPC Recap Report with consolidated unincorporated goals and objectives, NLT 15 days following MPC and/or PPC. Ref Attachment 5.</p> <p>10. HQ AIA/DQJ.3 forwards DRWD inputs to exercise sponsor, unless AIA is flowing its own DRWD.</p> <p>11. Following ENDQJ, conduct exercise Hot Wash with all AIA participants. Ref Attachment 6.</p> <p>12. Forward consolidated AAR and/or JULLs to HQ AIA/DQJ.3. Review and/or annotate within 15 calendar days of ENDQJ.</p>			

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Attachment 5 (Added)**POST CONFERENCE RECAP REPORT**

A5.1. Purpose. Defines requirements for a Post Conference Recap Report.

A5.2. Responsibilities. HQ AIA/DOXX or the DPA will issue the post conference recap report based on inputs from the AIA representatives at each conference. HQ AIA/DOXX requires post conference recap reports within 15 days after each exercise planning conference that AIA attends.

A5.2.1. The post conference recap reports will contain at a minimum:

A5.2.1.1. The general exercise description.

A5.2.1.2. Exercise deployment, execution, and redeployment dates and locations.

A5.2.1.3. The office(s) requesting AIA participation.

A5.2.1.4. The specific AIA participation requested, include the specific UTC.

A5.2.1.5. Key dates throughout the planning cycle including: TPFDD freeze date, future planning conferences (including specialized or out-of-cycle conferences), floor-space lay down date, communications request due date, etcetera).

A5.2.1.6. Exercise funding issues and funding agreements.

A5.2.1.7. AIA support contracts signed by NAFs.

A5.2.1.8. Updates to AIA goals and objectives based upon customer feedback and requirements.

A5.2.1.9. Host intentions on how to deploy (for example, CED/Unit Orders).

A5.2.1.10. Validate proposed objectives.

Attachment 6 (Added)**AFTER ACTION REPORTS (AAR) AND JOINT UNIVERSAL LESSONS LEARNED (JULL)**

A6.1. This annex pertains to After Action Report (AAR) and Joint Universal Lessons Learned (JULL) inputs from AIA participants in an exercise. For the purposes of this supplement, an AAR is defined as a narrative report that summarizes an AIA element's participation in an exercise. A JULL is defined as a formatted report, which describes a technique, procedure, or workaround that allowed a task to be completed despite an identified shortcoming or deficiency. JULL inputs are a field of the AAR. JULLS are an observation of a shortcoming or deficiency with/without a solution. HQ AIA will manage JULLS using an appropriate usable application.

A6.2. AIA organizations participating in the CJCS and Air Force Exercise Programs are required to submit AAR (see example format in Figure A6.1) and JULLS inputs following participation in an exercise. Inputs must be submitted via formal message traffic to HQ AIA/DOXX or the DPA, if applicable, within 25 calendar days after ENDEX. Exercise assessors will hold an exercise Hot Wash for the major AIA players immediately following the exercise to begin the AAR and or JULL process. AIA organizations will ensure the AARs address each exercise objective. Each objective needs to be scored and or measured to determine goal and or target completion. Lessons learned inputs will be submitted to HQ AIA/DOXX in JULLS format (See example format in Figure A6.2) as a subset of the AAR. HQ AIA/DOXX will staff AIA-specific lessons learned inputs and submit them via JULLS to HQ USAF/XOOT and or exercise sponsoring MAJCOM, as appropriate.

A6.3. AIA elements will develop procedures to track action items identified within JULLS subset of the AAR. Procedure should detail at a minimum what office has been tasked with tracking the problem, corrective actions taken and or proposed, date of completion, or target date of completion. Problem areas that involve elements of HQ AIA and or other subordinate units will be elevated to HQ AIA/DOXX for disposition. HQ AIA/DOXX assigns OPRs and office of coordinating responsibility (OCR) for tracking those problems. Keep documentation in the exercise folders.

Example of AIA After Action Report (AAR) Format.

1. TITLE: Title should state "AFTER ACTION REPORT" and the name of the exercise (AFTER ACTION REPORT – GREEN FLAG 98-2).

2. EXERCISE DESCRIPTION: Short synopsis capturing the exercise concept of operations, scope, and purpose.

3. DATES: Include deployment, employment, redeployment, and other significant dates.

PARTICIPATION: Categorize participation and include total deployment numbers.

4. OBJECTIVES: List of AIA-developed exercise objectives and feedback on to what extent the objective was accomplished.

5. LIMITATIONS: Discuss specific exercises limitations that impacted the accomplishment of objectives or degraded and or detracted from AIA exercise participation. Suggested areas of focus are personnel training and physical limitations (communications and systems).

6. LESSONS LEARNED: Input lessons learned in JULL format (See figure A6.2).

7. GENERAL COMMENTS:

8. POC INFORMATION:

Example of Joint Universal Lessons Learned (JULL) Format.

1. JULL NUMBER: One up numbering system per exercise used by OPR for tracking purposes.
2. TITLE: Should reflect scope and or purpose of specific lesson learned. Limit to 75 characters in length.
3. CLASSIFICATION: JULLS inputs must not be classified higher than the SECRET collateral level.
4. NICKNAME: Include exercise names and fiscal year, for example, GREEN FLAG 98.
5. SPONSOR: MAJCOM or CINC sponsoring the exercise.
6. SUBMITTED BY: List organization, POC, DSN and commercial number of lesson learned OPR.
7. OBSERVATION: Identify the specific problem.
8. DISCUSSION: Expand upon the "who, what, when, where, and why" of the specific problem. Explain course of action that resolved the specific problem or reason the problem could not be resolved.
9. LESSON LEARNED: Expand upon courses of action that mitigated and or worked around the problem that other organization can utilize while permanent solution is being developed. If specific problem was unresolved , then there will not be lesson learned.
10. RECOMMENDED ACTION: Identify process for permanent corrective action, for example, how it should be accomplished and a suggested OPR.

Attachment 7 (Added)**TRAINING REQUIREMENTS FOR AIA EXERCISE PLANNERS**

A7.1. Responsibilities. 67 IW, NAIC, CONSTANT STARE, AFCE, AFIWC, and 544 IG are responsible for developing and maintaining exercise planner training programs. All established programs should aim to provide the most comprehensive education available and may be tailored for organization specific objectives. The following knowledge areas are the minimum training requirements for any developed exercise planner program. Train each planner to become familiar with:

A7.1.1. Pre-planning conference requirements.

A7.1.2. Preparation and dissemination of planning recap reports.

A7.1.3. Policies and procedures in AFI 10-204 and AIA Supplement 1 to AFI 10-204.

A7.1.4. DRMD process, to include submitting inputs, changes, and or updates.

A7.1.5. Joint Universal Lessons Learned (JULLS).

A7.1.6. Personnel Readiness Unit operations to include:

A7.1.6.1. Reclama instructions.

A7.1.6.2. DRMD flow and tasking process.

A7.1.6.3. Points of contacts.

A7.1.7. Responsibilities of a Designated Planning Authority (DPA).

A7.1.8. After Action Reporting process.

A7.1.9. Responsibilities of an exercise assessor.

A7.1.10. Exercise budgeting process to include:

A7.1.10.1. Commercial Ticketing Program.

A7.1.10.2. JCS and non-JCS funding.

A7.1.10.3. CED orders.

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